

S E C R E T

DDR 84-0046/49
14 DECEMBER 1984

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MEMORANDUM FOR: DIRECTOR OF CENTRAL INTELLIGENCE

FROM: HARRY E. FITZWATER
DEPUTY DIRECTOR FOR ADMINISTRATION

SUBJECT: WEEKLY REPORT FOR PERIOD ENDING 14 DECEMBER 1984

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1. PROGRESS REPORTS ON TASKS ASSIGNED BY THE DCI/DDCI:
None.

2. ITEMS/EVENTS OF INTEREST:

A. DURING THE REPORTING PERIOD, REPRESENTATIVES FROM THE OFFICE OF PERSONNEL PRESENTED BRIEFINGS TO CAREERISTS FROM THE OFFICE OF DEVELOPMENT AND ENGINEERING AND THE OFFICE OF FINANCE ON WHAT THE AGENCY IS DOING ABOUT SUPPLEMENTAL RETIREMENT. BOTH GROUPS WERE ENTHUSIASTIC AND APPRECIATIVE OF THE AGENCY'S EFFORTS TO PROTECT AND ENHANCE THE RETIREMENT SYSTEM.

B. IN ORDER TO PROVIDE OPEN SEASON ASSISTANCE TO AGENCY EMPLOYEES, AN INSURANCE DIVISION/DP REPRESENTATIVE HANDED AN INSURANCE DESK IN THE MAIN CORRIDOR AT HEADQUARTERS FROM 3 - 7 DECEMBER. THE 1984 OPEN SEASON VIDEO WAS PLAYED CONTINUOUSLY FROM 10:00 A.M. TO 3:00 P.M. EACH DAY AND OUR REPRESENTATIVE HAS ANSWERED APPROXIMATELY 250 QUESTIONS. THROUGH 5 DECEMBER, A TOTAL OF [] OPEN SEASON ACTIONS HAVE BEEN RECEIVED RESULTING IN A NET GAIN OF [] TO THE ASSOCIATION BENEFIT PLAN.

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C. CAFETERIA RENOVATIONS CONTINUED DURING THE WEEKEND AND THREE 12-HOUR SHIFTS WERE WORKED BY THE GENERAL CONTRACTOR AND BY SUBCONTRACTORS DURING THE REPORTING PERIOD. THE FINAL TAPING, PATCHING, AND SANDING OPERATIONS FOR THE NEW CEILING IN THE NORTH CAFETERIA IS SCHEDULED FOR LATE DECEMBER. IN THE SOUTH CAFETERIA, RECONSTRUCTION OF THE CEILING AREA AND INSTALLATION OF THE NEW DRY WALL CEILING METAL HANGING SUPPORT WORK IS COMPLETE. THE PROCESS OF HANGING THE NEW DRY WALL HAS BEGUN AND IS ALREADY NEARING COMPLETION IN THE SOUTH BAY AREA.

D. ALL HOT ASPHALT WORK ON THE BACK SIDE OF THE 7D AND 7E CORRIDORS HAS COMPLETED THE WEEK OF 26 NOVEMBER. WORK HAS BEGUN ON THE SOUTH SIDE OF THE 7E CORRIDOR UP TO THE FLYWOOD BARRIER AND APPROXIMATELY HALF OF THE HOT ASPHALT WORK ON THE FRONT SIDE OF THE 7D AND 7E CORRIDORS HAS BEEN COMPLETED. ALL TERRACE ROOFING WORK ON THE FRONT SIDE OF THE 7D CORRIDORS WILL BE DONE ON WEEKENDS.

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E. ON 10 DECEMBER, CONGRESSOR GRACE MURRY HOPPER ADDRESSED STUDENTS CURRENTLY TAKING THE SURVEY OF INTELLIGENCE INFORMATION SYSTEMS AND FUNDAMENTALS OF WORD PROCESSING COURSE SPONSORED BY THE OFFICE OF TRAINING AND EDUCATION. CONGRESSOR HOPPER'S VISIT AND REMARKS WERE AN INSPIRATIONAL HIGHLIGHT TO ALL STUDENTS AND INSTRUCTORS ATTENDING HER PRESENTATION.

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F. DDR CAREER DAYS, SPONSORED BY THE DIRECTORATE OF ADMINISTRATION (DA), WAS HELD IN THE 1J CORRIDOR OF THE HEADQUARTERS BUILDING ON 11, 12, AND 13 DECEMBER. THE PROGRAM WAS DESIGNED TO PROVIDE A REALISTIC LOOK AT CAREERS AS THEY EXIST IN THE DA TODAY. EXHIBITS WERE DISPLAYED BY ALL COMPONENTS WHERE REPRESENTATIVES WERE ON HAND TO ANSWER QUESTIONS AND PROVIDE INFORMATION ON CAREERS IN THE DA. INITIAL FEEDBACK INDICATES THAT THE PROGRAM WAS VERY WELL RECEIVED.

3. SIGNIFICANT ACTIVITIES ANTICIPATED DURING THE COMING WEEK:

ON WEDNESDAY AFTERNOON, 19 DECEMBER, THE DDR, ALONG WITH THE OTHER DEPUTY DIRECTORS, WILL JOIN THE GRADUATING CLASS OF THE FIELD TRAIDCRAFT COURSE FOR DINNER AND GENERAL DISCUSSIONS []

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